

BRUNSWICK POLICE DEPARTMENT
JOB DESCRIPTION

PATROL DIVISION
POLICE OFFICER / OFFICER FIRST CLASS

KIND OF WORK:

This is a sworn law enforcement position in the Patrol Division, assigned to a Patrol Team. This position provides a full range of law enforcement services to the community. Supervision and direction is received from Patrol Supervisors.

EXAMPLES OF WORK:

- Performs patrol duties throughout the city as assigned
- Executes business and residential patrol checks
- Investigates reports of problems and complaints
- Enforces traffic, criminal, civil laws and municipal infractions
- Conducts initial investigations and follow-up investigations of various crimes and events
- Arrests and detains persons
- Provides emergency assistance
- Testifies in court when needed
- Maintains official records of incidents, prisoners, daily activities, and related criminal and civil matters
- Conducts training of new recruits, and provides guidance and direction to officers of lesser rank
- Assists the agency with proactive measures of law enforcement, community awareness programs, education, and training
- Assists in crime scene operations and processing; conducts individual and property searches and seizures
- Participates in special enforcement operations as assigned
- Protects crime scenes, and collects and preserves evidence and information
- Maintains serviceability and appearance of assigned vehicles and equipment
- Attends meetings, training, and education as assigned
- Performs other duties as directed

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent GED recognized by the Maryland Board of Education
- Minimum age of 21
- Certified police officer with the State of Maryland, recognized by the Maryland Police Training and Standards Commission
- Knowledge of federal, state, local, civil, motor vehicle, and criminal laws
- Knowledge of court system, rules, and process
- Knowledge of the Brunswick and surrounding areas
- Ability to meet the standards of the Police Training and Standards Commission outlined in the Public Safety Article §3-201 of the Annotated Code of Maryland.
- Ability to effectively coordinate and organize duties of the position
- Ability to direct work and provide guidance to officers of lesser rank
- Ability to use good judgment and act independently
- Ability to react quickly, calmly, and effectively in emergency situations
- Ability to maintain a professional attitude, appearance, and manner of performance
- Ability to carry out work with general supervision and act as a team member
- Ability to write clear, concise reports, and maintain organized records of activities
- Ability to establish and maintain effective working relationships, and maintain the respect of the public
- Ability to exercise independent judgment and use good discretion in decision making
- Maintain satisfactory evaluations commensurable with classification level
- Maintain in-service training requirements in accordance with standards of the agency and the Maryland Police Training and Standards Commission
- Maintain firearms qualifications in accordance with agency regulations and the Maryland Police Training and Standards Commission
- Maintain possession of valid driver's license
- Maintain physical and mental standards established by the Brunswick Police Department